

Eversource On-Line Training

Learning Central

Summary

New utility regulations has necessitated changes in the process by which Eversource grants access to its substations.

The main goal is to ensure personnel have the necessary knowledge and skill to safely enter and work in Eversource substations.

In order to access substations, personnel must complete on-line training assigned by Eversource

Agenda

This presentation will cover the following topics:

- How do I access Eversource's on-line training?
- What training do I need?
- How do I take the training?

How do I access Eversource's on-line training?

In order to access Eversource's on-line training, personnel must have completed the Substation Access Request Form and submitted it to their Eversource sponsor.

After submittal, it will take approximately one week to process the application.

Upon processing, personnel will receive an Eversource Username and Password that will grant access to Learning Central.

EVERSOURCE Substation Access Request Form

Access Requester Information

NOTE: All fields are required to be completed. If no information exists, please enter "N/A". (i.e. if person does not have a Middle Name, list "N/A" for M.I.)

Last Name	First Name	M.I.	Suffix (If Applicable)	Company	Work Phone #	Cell Phone #	E-mail Address	Last 4 off SS #	Requested Locations (C &/or MA &/or NH)
Smith	John	A	Jr	ACME	555-555-5555	555-555-5555	john.smith@acme.com	1234	CT & MA

EVERSOURCE Substation Access Request Form

Access Requester Information

Requester Information (Please Print)

*Full Name: _____
Last First M.I.

*Company: _____

Work Phone: _____ Cell Phone: _____

E-mail Address: _____

*Last four digits of Social Security Number: _____

Access to following locations: (circle) CT MA NH

Substation Access Information

*Access Level Requested, A or B or C: _____

*Type of Work Requested, I or II or III: _____

*Company Management Signature: _____

*Date: _____

Notes and Descriptions

Access Level	Description	Type of Work	Description
A	Individual requires to be escorted	I	Observation/Inspection/Simple Deliveries
B	Individual has unescorted access	II	Non-electrical Physical Work
C	Individual can escort others	III	Electrical Work

NOTES:

- Access Level A will not be issued an Eversource Badge
- All Type B work requires First Aid and CPR Certification
- Access Level C for all Types of Work require First Aid and CPR Certification

Administration (Filled out after Badge & HH Sticker Issued)

Eversource Badge #: _____ (Eversource Security) Hardhat Sticker# _____

What training do I need?

Your training requirements are determined by the access level and type of work requested. To review:

For A – Escorted Entry:

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons)
A Escorted Entry	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • Receipt of Hard Hat Sticker 		<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • First Aid & CPR • Receipt of Hard Hat Sticker

NOTE: Access Level A – Escorted Entry will not be issued an Eversource Badge.

What training do I need?

For B – Unescorted Access:

Type of Work Type of Entry	I Observation/ Inspection/ Simple Deliveries (in accordance with minimum safe working distance for UNQUALIFIED persons)	II Nonelectrical Physical Work (in accordance with minimum safe working distance for UNQUALIFIED persons)	III Electrical Work (Physical & Nonphysical) (in accordance with minimum safe working distance for QUALIFIED persons)
B Unescorted Access	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • Receipt of Hard Hat Sticker • Background Check 		<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • First Aid & CPR • Receipt of Hard Hat Sticker • Background Check

NOTE: Interconnection Personnel do not require a Background Check

What training do I need?

For C – Escort Privileges:

<div style="text-align: center;">Type of Work</div> <div style="text-align: center;">Type of Entry</div>	<div style="text-align: center;">I</div> <div style="text-align: center;">Observation/ Inspection/ Simple Deliveries</div> <div style="text-align: center;">(in accordance with minimum safe working distance for UNQUALIFIED persons)</div>	<div style="text-align: center;">II</div> <div style="text-align: center;">Nonelectrical Physical Work</div> <div style="text-align: center;">(in accordance with minimum safe working distance for UNQUALIFIED persons)</div>	<div style="text-align: center;">III</div> <div style="text-align: center;">Electrical Work (Physical & Nonphysical)</div> <div style="text-align: center;">(in accordance with minimum safe working distance for QUALIFIED persons)</div>
C Escort Privileges	<ul style="list-style-type: none"> • eLearning: Substation & Electrical Hazard Awareness • eLearning: Personal Protective Equipment (PPE) • eLearning: Substation Escorted Access (Module A) • eLearning: Substation Unescorted Access (Module B) • eLearning: Substation Escort Access (Module C) • eLearning: Job Safety Briefing • eLearning: CIP Version 5 Annual Training B – Field Workers • First Aid & CPR • Receipt of Hard Hat Sticker • Background Check 		

NOTE: Interconnection Personnel do not require a Background Check

How do I take the training?

Once you have received your Username and Password, log into Eversource's eLearning Central website

<http://www.eversource.com/elearning>

SIGN IN
PLEASE ENTER YOUR USERNAME AND
PASSWORD.

Username

Password

SIGN IN

Forgot your password?

V2016.1.1.3

LEARNING
Central

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**Enter Username
and Password**

How do I take the training?

The Home Page displays your assigned training. Please verify it matches the requirements for access requested.

The below is an example of assigned training for AI or All

The screenshot displays the 'LEARNING Central' interface. The top navigation bar includes icons for user profile, groups, documents, and a search icon. The main content area is divided into two sections: 'MY LEARNING' and 'UPCOMING TRAINING'. The 'MY LEARNING' section features a large yellow circle with the number '4' and the text 'Training Activities'. Below this, there are five status filters: 'Current' (4), 'Upcoming' (0), 'Assigned' (0), 'Required Certifications' (0), and 'Critical' (0). The 'QUICK LINKS' section includes 'Getting Started', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. The 'UPCOMING TRAINING' section shows a message: 'No records found. If this is an error please contact your administrator.' Below this, a 'TIMELINE' section lists three training activities, each with a 'START' button. A red bracket on the right side of the timeline items is labeled 'Assigned Training'.

Activity	Delivery Method	Status
eLearning: Personal Protective Equipment (PPE)	Internal Web-based Training (WBT)	Assigned
eLearning: Substation and Electrical Hazard Awareness	Internal Web-based Training (WBT)	Assigned
eLearning: Substation Escorted Access (Module A)	Internal Web-based Training (WBT)	Assigned

How do I take the training?

Click the “Start” button of your assigned courses and complete the training.

The screenshot displays the Eversource Learning Central interface. At the top, the browser address bar shows the URL <https://eversource.sumtotal.host/Core/dash/home>. The dashboard header includes the 'LEARNING Central' logo and navigation icons. The main content area is divided into sections: 'MY LEARNING' on the left, 'UPCOMING TRAINING' at the top right, and 'TIMELINE' in the center. The 'MY LEARNING' section features a large yellow circle with the number '4' and the text 'Training Activities', along with a list of activity counts: 4 Current, 0 Upcoming, 0 Assigned, 0 Required Certifications, and 0 Critical. The 'UPCOMING TRAINING' section displays a message: 'No records found. If this is an error please contact your administrator.' The 'TIMELINE' section lists three eLearning courses, each with a 'START' button circled in red. The first course is 'eLearning: Personal Protective Equipment (PPE)' with a 'START' button circled in red. The second course is 'eLearning: Substation and Electrical Hazard Awareness' with a 'START' button. The third course is 'eLearning: Substation Escorted Access (Module A)' with a 'START' button. A red arrow points from the text 'Click the “Start” button of your assigned courses and complete the training.' to the circled 'START' button.

How do I take the training?

Please ensure you follow all the prompts of the training modules. Closing the browser or exiting the modules prematurely will result in incomplete training records and denial of substation access.

The screenshot displays the 'LEARNING Central' interface. At the top, there is a navigation bar with icons for user profile, group, documents, and a 'LEARNING Central' logo. Below this is the 'TRAINING SCHEDULE' section, which includes a search bar and tabs for 'CURRENT/UPCOMING', 'EXPRESS INTEREST', 'COMPLETED', 'CANCELED', and 'WAITING LIST OR PENDING APPROVAL'. The 'CURRENT/UPCOMING' tab is active, showing a list of training activities. A red arrow points to the 'IN PROGRESS' status of the first activity, 'eLearning: Substation and Electrical Hazard Awareness Course'. The table below shows the following data:

Activity Name	Status	Code	Region	Start Date	End Date	Actions
eLearning: Substation and Electrical Hazard Awareness Course	IN PROGRESS	EE-GENL-SS&ELECHAZ-I-02				OPTIONS

How do I take the training?

Once you have completed your assigned modules, click on “Training Transcript” to verify your training obligations.

The screenshot displays the EVERSOURCE ENERGY Learning Central dashboard. At the top, there is a blue navigation bar with icons for user profile, groups, documents, and settings, along with the 'LEARNING Central' logo and search, notification, and help icons. Below the navigation bar, the dashboard is divided into several sections:

- MY LEARNING:** Features a large yellow circle with the number '0' and the text 'Training activity'. Below this are five categories, each with a '0' icon: Current, Upcoming, Assigned, Required Certifications, and Critical.
- UPCOMING TRAINING:** Displays a message: 'No records found. If this is an error please contact your administrator.'
- QUICK LINKS:** A list of four links: 'Getting started', 'Training Transcript', 'Training Schedule', and 'Training Analysis'. A red arrow points from the text above to the 'Training Transcript' link.
- TIMELINE:** Includes tabs for 'ALL', 'TASKS', and 'LEARN', along with a menu icon. Below the tabs is a green bar with a refresh icon and a clock icon.

How do I take the training?

Example of Training Transcript

Select a year or date range to filter completed training records.

All

EVERSOURCE

CONTRACTOR 9

Username:
contractor9

E-mail:
hallrl@nu.com

NT account:

User number:
1000018295

ACTIVITIES

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Grade	Attended Duration
Course: eLearning: Substation Escorted Access (Module A)		7/21/2016	7/21/2016		100	A	Days: 0, Hours: 0, Minutes: 2, Seconds: 4
Course: eLearning: Substation and Electrical Hazard Awareness		7/21/2016	7/21/2016		95	A	Days: 0, Hours: 0, Minutes: 4, Seconds: 57
Course: eLearning: Personal Protective Equipment (PPE)		7/21/2016	7/21/2016		83	B	Days: 0, Hours: 0, Minutes: 7, Seconds: 36
Course: CIP Version 5 Annual Training B - Field Workers		7/21/2016	7/21/2016	7/21/2017			Days: 0, Hours: 0, Minutes: 2, Seconds: 41

Summary

Summary

1. In order to access Eversource's on-line Learning Central website, a Substation Access Request Form must be submitted to Eversource sponsor.
2. Once application has been processed, you will receive a Username and Password.
3. Log into Eversource Learning Central website and complete assigned training.
4. Verify you have completed your assigned modules and satisfied your training obligations.